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DD/S 59-3701

ER 11-7296/1

2 SEP 1959

MEMORANDUM FOR: Deputy Director of Central Intelligence
SUBJECT : Approval of Recruitments and Appointments

Chris
Kitty
ER

Mr.
K-

1. This memorandum suggests action by the *Acting* Director of Central Intelligence.

2. The attached memorandum was initially drafted as an Agency Notice to establish the requirement that the Deputy Director concerned and the Director of Personnel must approve any proposed employment at grade GS-7 or above at the points of security initiation and actual entrance on duty. Junior professionals, such as analysts in the Office of Central Records, who are recruited at GS-5 and GS-6 were also covered by this rule as well as contract employees who are subject to ceiling count. Upon your instruction, this proposed Notice was referred to the Deputy Director (Intelligence) for concurrence and Mr. Sheldon discussed with you the desirability of restricting dissemination of the announcement. Accordingly, we have revised the Notice in the form of a memorandum for your signature.

3. As noted in the initial submission, Junior Officer Trainees will be excluded from this procedure. However, appointments in this category will be within such limitations as the Deputy Director (Support) prescribes.

4. It is suggested that you approve this memorandum and sign the attached memoranda.

Gordon M. Stewart
Gordon M. Stewart
Director of Personnel

CONCURRENCES:

[Redacted]
Deputy Director (Support)

1 Oct 59
Date

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[Redacted]
Deputy Director (Intelligence)

9 SEP 1959
Date

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151
Deputy Director (Plans)

24 SEP 1959
Date

MORI/CDF
Pages 1 & 2

(EXECUTIVE DIRECTOR'S FILE)
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Personnel

ALL INFORMATION CONTAINED

SUBJECT: Approval of Recruitment and Agreements

The composition contained in paragraph 4 is approved.

SIGNED

1 OCT 1959

C. P. GIBSON
General, USAF
Deputy Director

Date

CC/Pars [redacted] Rep (3 Sept 59)

25X1

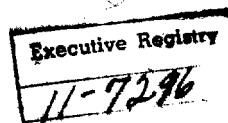
Distribution:

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1 OCT 1959

MEMORANDUM FOR: Deputy Director (Coordination)
 Deputy Director (Intelligence)
 Deputy Director (Plans)
 Deputy Director (Support)
 Inspector General

SUBJECT : Approval of Recruitments and Appointments

1. The decreasing number of openings in higher grades and the increasing necessity for adjustments within the organization to assign employees at these grades makes it essential to review proposed recruitments and appointments very carefully.

2. Effective immediately, requests to initiate security processing and subsequent requests to enter candidates on duty shall require the personal approval of the Deputy Director concerned and of the Director of Personnel if the individual is to be employed at grade GS-7 or a higher grade. Certain categories of junior professional personnel normally employed at grades GS-5 and GS-6 will also be reviewed as indicated.

3. The Office of Personnel will advise Deputy Directors of candidates now in process to obtain their approval of continued processing or, if security clearance has been received, of their proposed entrance on duty. In the future, the Deputy Director concerned will indicate his approval to initiate processing by signing Form 1152a requesting appointment action. As required clearances are received for future appointments, the Office of Personnel will refer the case to the appropriate Deputy Director for approval before inviting the individual to enter on duty.

SIGNED

C. P. Cabell
 General, USAF
 Deputy Director

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Originator:

Director of Personnel

[Signature]
 Deputy Director
 (Support)

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